

**Residential**  
**(1 – 2 Family, Townhouse & Accessory)**  
**New Construction, Additions, Repair/Replace**  
**and/or Alterations**



**City of East Ridge**  
**Building Inspection & Code Enforcement Office**  
**Standard Operating Procedures**  
**April 2017**

**PLANS REVIEW**  
**RESIDENTIAL STANDARD OPERATION PROCEDURES (S.O.P.)**

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The purpose of this document is to inform all concerned of the process involved in plans review for one and two family residences, townhouses and residential accessory structures within the City of East Ridge.

Plans Submittal Requirements

- Plans are to be submitted in person to Building Inspection and Code Enforcement office at 1517 Tombras Avenue, between 8:00 a.m. and 4:00 p.m. (Eastern Standard Time), Monday through Friday. To electronically submit, print and fill out Attachment A or fill it out automatically. The Site Plan (Attachment B) and Affidavit of Worker's Compensation (Attachment C) may also be filled out either electronically or by printing and manually filling out. Then, either scan or attach and e-mail to [mmahoney@eastridgetn.gov](mailto:mmahoney@eastridgetn.gov).
- A completed Building Permit Application (Attachment A) must be submitted.
- For new construction or additions: a completed Site Plan must be submitted (Attachment B). See example at end of packet.
- In any part of a parcel is located within the 100-year Flood Zone, the contractor must submit an elevation certificate at application of permit, based upon construction drawings. At project completion, a second elevation certificate is required based upon actual construction and installed associated mechanical equipment before a Certificate of Occupancy is issued. Additionally, an official of the Building Inspection and Code Enforcement Office may require a third elevation certificate during construction if in their opinion it is deemed necessary to verify proper elevations.
- Any site plan submitted that has a residential structure located more than 150 feet from the right of way that the lot acquires its road frontage on shall be reviewed by a representative of the Fire Marshal's Office prior to issuing a building permit. Site plans that show driveway location other than connecting to the open right of way, regardless of front setback, shall be reviewed by the Fire Marshal's Office as well.
- All applications for addition(s) to existing structure shall provide proof of connection to City sewer by previous permit of said connection or providing a sewer dye test or camera test from a licensed plumbing contractor. If the existing structure is connected to a septic system, approval must be provided from the Hamilton County Environmental Health Department.

- All applications for new construction shall provide a copy of sewer permit obtained from Hamilton County Water and Waste Water Treatment Authority (WWTA).
- Any person, firm or church that owns property and constructs thereon single residences, farm buildings or other buildings for individual use, and not for resale, lease, rent or other similar purpose is exempt from the license requirements for contractors as outlined in T.C.A. 62-601, Section 62-6-a 1. a person or firm shall not make more than one (1) application for a permit to construct a single residence or shall not construct more than one (1) single residence within a period of two (2) years as outlined in T.C.A. 62-601, Section 62-6-a2B. an affidavit of compliance for construction or renovation of a new single family residence is attached (ATTACHMENT C).
- If all required information is provided which meets City standards and policy, the objective is to complete the review process at the time of application. However, if a reviewer has a need for further information to complete or approve a set of plans, up to an additional 48 hours may be required for the process of the application.

For 1-2 Family Structures:

Construction drawings are not required for 1-2 family structures. Only a site plan review is required for any construction on 1-2 family dwellings. Site plans must be drawn neatly or they will be rejected.

- Using Attachment B, site plan drawings shall include dimensions of all lot lines, dimensions of structure(s) to be built including all offsets in building footprint, show existing structure(s) including porches, landings, decks, bay windows, carports, etc.; square footage measurements of each floor including garage, dimensions of new structure(s) from existing structure(s), show easements, designate front of dwellings, note any variances and conditions, show driveways and number of parking spaces provided, and show flood plain information.

Following this page you will find the form which must be filled out and accompany the site plan drawing and permit application for new construction and additions to 1-2 family dwellings. **Provide copy of sewer permit from Hamilton County Water & Waste Water Treatment Authority (WWTA). Fill out the Stormwater Requirements for Single and/or Two-Family Residence Construction Form.**

#### Minimum Plans Required for Townhouse Construction:

- A recorded plat of proposed development.
- Site plan – dimension all buildings and show setbacks from property lines. Include building location/landscaping/egress-ingress/parking/common areas.
- Building Plans – to include floor plans, elevations, party/fire walls between units/sectional details to include roof/wall detail at the firewall. Detail of party/fire wall at exterior wall. Location of all openings within 10 feet of property line.
- Walls must be two separate 1-hour walls or one common two-hour wall. The common two-hour wall must be non-load bearing with only electrical penetrations.
- Electrical – service, meter center, typical electrical riser, diagram of smoke detector locations.
- Plumbing – sewer connection, typical plumbing riser diagram.
- Mechanical – unit size and duct layout/equipment location.
- Gas – meter and service line location if applicable.

# Disclaimers

THE GRANTING OF THIS PERMIT DOES NOT AFFECT ANY RIGHTS THIRD PARTIES MAY HAVE PRUSUANT TO DEED RESTRICTIONS, COVENANTS RUNNING WITH THE LAND, OR OTHER PRIVATE ARRANGEMENTS.

FOR DEMOLITIONS, ALL MOVES, AND ALTERATIONS OR INSTUTUIONAL, RESIDENTIAL WITH MORE THAN (4) DWELLINGS UNITS, INDUSTRIAL, OR COMMERCIAL PROPERTIES: This permit shall not be valid until final approval to proceed is received from the Air Pollution Control Bureau. To avoid costly non-compliance penalties, call (423) 668-2567 if you have any questions.

PER CITY CODE: Demolition shall not begin until sewer is properly capped at the property line and inspected by the City of East Ridge Building Inspection Department.

**Every permit issued shall become invalid unless the work on the site authorized by such permit is suspended or abandoned for a period of 6 months. Permit expires in one (1) year. This permit is issued with the distinct understanding that the building for which this permit is issued is to be built in strict accordance with all adopted codes of the City of East Ridge, Tennessee. Persons performing construction work under this permit must observe all Federal, State and local codes.**

The undersigned does herby declare that the statements Contained in this document, and those submitted with This document are true and correct to the best of his or Her knowledge, information and belief. The undersigned Also declares that he or she has read and understands the Above disclaimers and/or statements.

Approved by \_\_\_\_\_  
Plans Review                      Date

For \_\_\_\_\_  
Building Official

\_\_\_\_\_  
Owner or Agent Signature



**City of East Ridge**  
**Division of Building/Codes**

1517 Tombras Avenue, East Ridge, Tennessee 37412

Office: (423) 867-7711 Fax: (423) 867-7340

**BUILDING PERMIT APPLICATION**

**NOTICE:** Separate permits are required for electrical, plumbing, heating, ventilating, and/or air conditioning work. Permits become null and void if work or construction authorized does not commence within six (6) months, or if construction is abandoned for a period of six (6) months at any time after work is commenced.

**\*\*IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO OBTAIN INFORMATION FROM THE AIR POLLUTION CONTROL BUREAU AS TO WHETHER A PERMIT IS REQUIRED FOR EACH PROJECT.\*\***

Applicant Name/ Organization \_\_\_\_\_

**Property Information:**

Property Address: \_\_\_\_\_

Owner Name/ Address/ Phone \_\_\_\_\_

Existing Structures \_\_\_\_\_

Zoning \_\_\_\_\_ Flood Zone \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

**Project Information:**

Contractor Name & Address: \_\_\_\_\_

Contractor's License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Architect/Engineer Name & Phone No. \_\_\_\_\_

New Construction ☐ Addition to Existing Structure ☐ Repair/Remodel ☐

Move ☐ Demolish ☐

Briefly Describe Project \_\_\_\_\_

Construction Value \$ \_\_\_\_\_ Plans/Drawings Submitted ☐

**To Be Completed by Building Inspector or Permit Clerk**

Type of Construction	No. of Units	Max. Occ. Load	Sewer/Septic
Size of Building	Use Zone	Fire Sprinklers Y/N	Other
Fire Zone	Division	No. Dwelling Units	

**I hereby certify that I have read and examined this application and know the same to be true and correct all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction.**

Signature of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_



## AFFIDAVIT FOR BUILDING PERMIT

APPLICANT/AGENT: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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### AGENT, CONTRACTOR OR OWNER/CONTRACTOR

I hereby certify and agree that all the provisions, whether herein specified or not, of the required building codes listed below and the zoning ordinances of East Ridge will be fully and completely complied with.

I further agree to indemnify and hold harmless the building officials, their agents and employees, and the City of East Ridge, it's Commissioners, Officials, Agents, and Employees against any claims, liabilities, judgments, cost and expenses which may in any way accrue against them as a result of the granting of a building permit.

\*\*\*\*\* Building shall not be occupied prior to final inspections and issuance of certificate of occupancy \*\*\*\*\*

1. INSPECTIONS: as agent or owner, I understand it will be my responsibility to verify that the required inspections have been approved prior to proceeding to next phase of construction.
2. SETBACKS: all structures must meet required setbacks. If verification of property lines and/or lot dimensions are needed, agent or owner must provide this information.
3. PERMITS: all required permits for any electrical, plumbing, gas and/or mechanical must be obtained by a properly licensed contractor within that field or the owner when applicable.
4. LICENSE REQUIRED: as owner/applicant, I hereby swear or affirm that after being duly sworn, state that per T.C.A. § 62-6-103 (2) (A&B), the structure is not for rent, resale, lease or other similar purpose and that I have not obtained a building permit to construct a residence in the past two (2) years from this date in the State of Tennessee.
5. CONDITIONS & RESTRICTIONS: it will be the sole responsibility of the applicant to abide by all conditions and restrictions shown by plat or deed for the property.
6. MECHANICAL: it is the responsibility of the applicant and/or mechanical contractor for the design and efficiency of the HVAC system.
7. WORKMAN'S COMPENSATION INSURANCE: I, the undersigned swear or affirm that after being duly sworn and in order to receive a building permit pursuant to the provisions of T.C.A. § 13-7-211 which requires building officials to obtain verification of compliance with the worker's compensation provisions of Tennessee Law would state as follows:
  - ☐ A) Attached with this affidavit is a copy of the certificate of compliance for my company; or
  - ☐ B) After a review of T.C.A. § 50-6-104 thru 50-6-106, I hereby swear and affirm that my company is exempt from the provisions of the Tennessee Workers' Compensation Act.
  - ☐ C) After a review of T.C.A. § 13-7-211, I hereby swear or affirm that I am exempt from the provisions of the Tennessee Workers' Compensation Act because I am performing and/or directly supervising work on my own property in my own county of residence.

All individuals signing this affidavit further waive the requirement T.C.A. § 13-7-211, for the City of East Ridge to return by mail the Certificate of Compliance or photocopy thereof within ten (10) working days from the completion of the project to the person who obtained the permit.

Signature of Owner or Agent: \_\_\_\_\_

Sworn and subscribed to before me by \_\_\_\_\_, applicant,  
on this the \_\_\_\_\_ day of \_\_\_\_\_, of \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE

or witnessed by

\_\_\_\_\_  
AGENT FOR BUILDING & ZONING

MY COMMISSION EXPIRES: \_\_\_\_\_

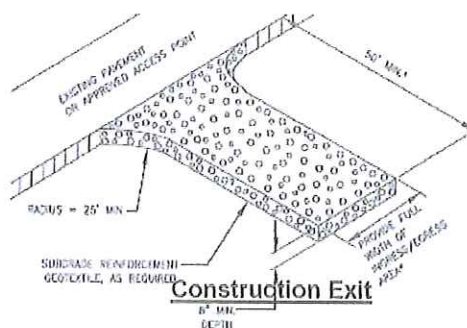
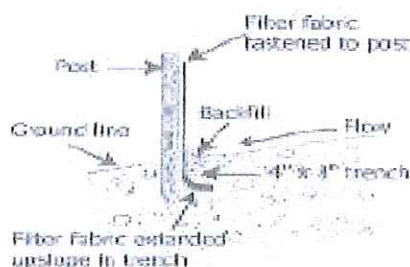
## Stormwater Requirements for Single and/or Two-Family Residence Construction

Generally, unless one acre or more of land disturbance occurs during the process of building a single and/or two-family residence, a Land Disturbing Permit is not required. Water Quality Rules and Regulations Section 4. C. 1) states "All land disturbing activities undertaken within the Program Service Area shall be conducted in a manner that controls the release of sediments and other pollutants to the storm water collection and transportation system in accordance with the requirements of the Program's BMP Manual." The following provisions should be satisfied at each single and/or two-family residence construction site to assure compliance with the abovementioned Rules:

1. Install sediment and erosion controls on site before land disturbing activities occur;
2. Maintain sediment and erosion controls during the course of the construction activity until the site is fully stabilized;
3. Provide a gravel entrance to the site to prevent sediment tracking onto roadways;
4. Use appropriate erosion and sediment control Best Management Practices (BMPs) to protect stormwater structures and nearby waterbodies from sediment discharge; and,
5. Ensure that the site is stabilized with mulch, stone, vegetation, etc. at the completion of the land disturbing activity.

The following website provides a link to the Hamilton County Water Quality Program's BMP Manual that can be used as a guide for proper installation and maintenance of erosion and sediment control practices: <http://www.hamiltontn.gov/waterquality/BMP.aspx>. See Section 3.7.9 for measures specific to home construction.

Cross-Section of Silt Fence



Examples of erosion/sediment controls (Silt Fence and Construction Exit) are available in the BMP manual. Refer to the BMP manual for specifications.

If you have questions regarding this or other erosion and sediment control requirements, contact the Hamilton County Water Quality Program at 423-209-7851.

With my signature below, I certify that I have read and understand this information and the requirements for land disturbing activities pertaining to single and/or two-family residence construction as specified in the Water Quality Rules and Regulations Section 4.C.1.

Property Owner and/or Builder Name		Phone Number		Fax Number	
Property Owner and/or Builder Signature		Today's Date		Type of Construction (Single or Two Family)	
Site Address		Site City & Zip Code		Tax Map #	
Start Date		Completion Date		Jurisdiction	

\*If more than one acre of land is disturbed the following permits are required:

Hamilton County Water Quality Program Land Disturbing Permit. For information, call 209-7851.

State of Tennessee NPDES Construction General Permit. For information, call 1-888-891-TDEC.

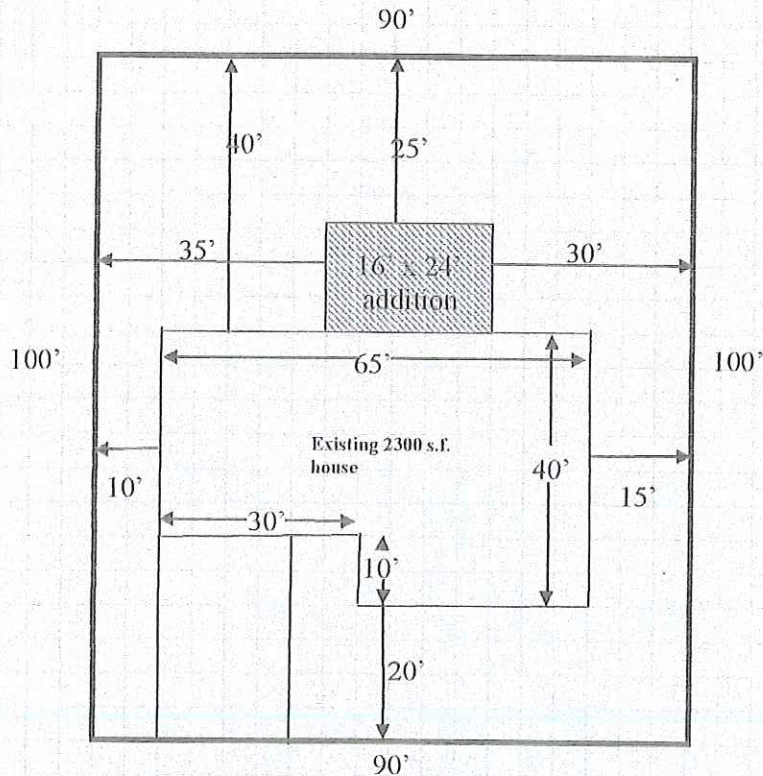
Effective 1/1/08



# **SITE PLANS MUST SHOW ALL PROPERTY LINES AND DIMENSIONS**

- ☐ Drawn to Scale: 1 square = \_\_\_\_\_
- ☐ Feet Not Drawn to Scale = Total Acres \_\_\_\_\_

Show dimension of all lot lines and relationship to all rights-of-way that adjoin lot. Show all proposed driveways and walkways. Show dimensions of the structure(s) to be built. Include all projections: porches, landings, decks, bay windows, carports, etc. Show square footage to include attached or detached garage. Show dimensions of setbacks from the property lines and Right of Way to new structure or additions. Show dimensions between existing and proposed structures. Show all easements. Show floodplain info.



I certify that the above information is accurate to the best of my knowledge. I AM THE ☐ OWNER or ☐ AUTHORIZED AGENT.

My telephone number is : \_\_\_\_\_ Name (please print): \_\_\_\_\_

Address of subject property: \_\_\_\_\_ Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

MAP GROUP PARCEL #: \_\_\_\_\_ Flood Zone: ☐ Yes ☐ No Elevation (in feet): \_\_\_\_\_

Number of Floors: \_\_\_\_\_ Height of Structure: \_\_\_\_\_ Total square footage of proposed structure(s): \_\_\_\_\_

Plat Book: \_\_\_\_\_ Page #: \_\_\_\_\_ Sewer MF #: \_\_\_\_\_ Sewer Verification: ☐ Yes ☐ No ☐ Finished ☐ Unfinished

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Address of subject property: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

MAP GROUP PARCEL #: \_\_\_\_\_

Flood Zone: ☐ Yes ☐ No

Elevation (in feet): \_\_\_\_\_

Number of Floors: \_\_\_\_\_

Height of Structure: \_\_\_\_\_

Total square footage of proposed structure(s): \_\_\_\_\_ - \_\_\_\_\_  
Finished Unfinished

Plat Book: \_\_\_\_\_

Page #: \_\_\_\_\_

Sewer MF #: \_\_\_\_\_

Sewer Verification: ☐ Yes ☐ No